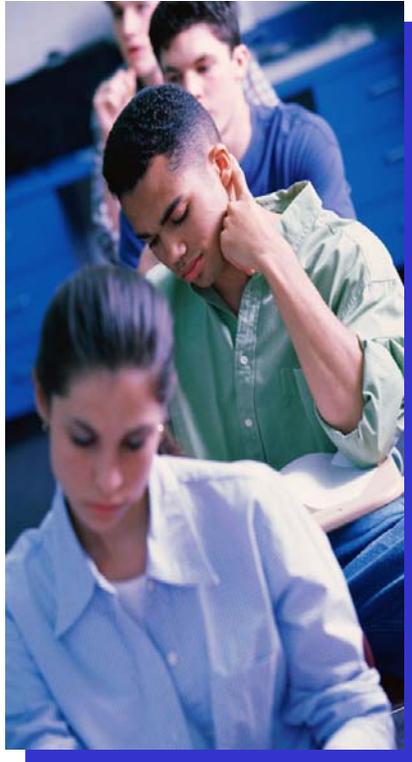


# Student



# Membership



# Handbook



Developed and Distributed by:

## HOSA

"The Hands of HOSA Mold the Health of Tomorrow"

# TABLE OF CONTENTS

DESCRIPTION	PAGE
Acknowledgments	3
Helping Students Become the Best	4
“What is HOSA?”	5
Purpose of HOSA	5
What HOSA Means to You	5
HOSA Supply Service	5
How Does HOSA Help You?	6
History of National HOSA	6
The HOSA Mission	6
The HOSA Emblem	6
The HOSA Creed	7
HOSA Colors	7
The HOSA Motto	7
HOSA’s Tagline	7
HighWired.com Partnership	8
HOSA.org	8
Official HOSA Uniform Policy	9
Competitive Events Synopsis	10
National Leadership Conference	13
Establishing a HOSA Chapter	14
Chapter Activities and Opportunities	20
Chapter Program of Work	21
In Closing	21
National Headquarters	22

Activities and procedures within HOSA are governed by the philosophy of simple fairness to all. Therefore, the policy of National HOSA is that all operations will be performed without regard to race, sex, color, national origin or handicap. HOSA is in compliance with the Americans with Disabilities Act.

## **ACKNOWLEDGEMENTS**

Many persons have contributed to the publication of the comprehensive **HOSA STUDENT MEMBERSHIP HANDBOOK**. To those who have ensured the future of this organization through their contributions to this handbook, please accept the sincere thanks of all current and future National HOSA members.

Deepest appreciation is expressed to all who contributed in so many ways to the handbook sections, including Jim Koeninger and Karen Elias-Koeninger of National HOSA's current Headquarters Management firm, Corporate Education Resources, Inc., referred to as CERI, who provided direction and production services in expediting development and publication of the comprehensive **HOSA STUDENT MEMBERSHIP HANDBOOK**.

The 2000-2001 National HOSA Executive Council would like to express appreciation to the following HOSA members for their assistance in this project: Rebecca Armen, National President-Elect (NC), Felipe Leon (OR), Postsecondary/Collegiate Vice-President, Deborah Veach (TN), Secondary Board Representative, Kelly Roe (CA), Postsecondary/Collegiate Board Representative, and Rodrick Echols (TN), National President. Also, to Karen Batchelor (TX), Chair of the Board, Cheryl Keever (NC), Chair-Elect of the Board, and the 2000-2001 National HOSA, Inc. Board of Directors, thank you for your continuous support and encouragement.

Finally, to the members of HOSA: This manual is for you and your chapters. We hope and desire that you use it to further the mission of HOSA and give your chapters the opportunity to show the leadership role that is undoubtedly a part of them.

## HELPING STUDENTS BECOME THE BEST

HOSA, a 100 percent health-care student organization, is committed to helping its members become the best they can be. And given the current acute shortage of qualified health-care workers, HOSA has an even more critical mission: to attract career-minded, qualified students to the health care professions.

The mission of HOSA is to enhance the delivery of compassionate, quality health care by providing opportunities for knowledge, skill and leadership development of all health occupations education students, therefore, helping the students to meet the needs of the health care industry.”

Over 900,000 career-minded health-care students have been attracted to HOSA and its mission since 1976, experiencing HOSA’s unique program of leadership development, motivation and recognition. There are over 2,000 HOSA chapters, and students who have completed high school may continue their involvement in postsecondary chapters and through alumni division activities.

HOSA members are proud to belong to one of the 10 national career and technical student organizations recognized by the U.S. Department of Education and the only career and technical student organization endorsed by the Health Science Technology Education Division of the Association for Career and Technical Education. We’re proud of the many endorsements we’ve received from state and national organizations that work closely with HOSA members.

HOSA is for health-care oriented students who are or have been enrolled in a health science education program, or any student whose career goal is in the health professions. Health Science instructors or other educational and healthcare leaders serve as HOSA chapter advisors. In the health science classroom, it should be hard to tell the difference between traditional classroom activities and HOSA-related activities.

HOSA is **not** a club or extracurricular activity. Instead, it’s a learning laboratory that helps members develop, practice and refine the skills that will prepare them for health-care careers. Just as laboratories in science classes allow students to put theory into practice, the HOSA lab lets members test their personal and leadership skills in real life.

Research studies have shown clearly that leadership experiences in high school and college predict later leadership in adult business and social activities. And leadership experiences in organizations such as HOSA relate more closely to adult success than does academic achievement. Through those leadership experiences, HOSA provides students with opportunities to become the best they can be as they pursue rewarding and challenging careers in the vital health professions.

## **WHAT IS HOSA?**

HOSA is a Career and Technical Student Organization (CTSO) recognized by the United States Department of Education that provides a unique program of leadership development, motivation and recognition exclusively for secondary and post-secondary/ collegiate students enrolled in Health Science Technology Education programs.

HOSA consists of local chapters and members who are currently enrolled in or associated with Health Science Technology Education Programs as conducted by or in secondary and post-secondary/collegiate schools of America, or in hospitals and or community agencies whose goal is to prepare future healthcare professionals.

## **PURPOSE OF HOSA**

The purpose of HOSA is to advance the education and welfare of its members in the following ways:

- A. by assisting local chapters in the growth and development of HOSA;
- B. by furthering the development of respect for education in health-related careers in order to contribute to occupational competence;
- C. by providing opportunities for well informed career choices among the health occupations;
- D. by developing the leadership abilities of its members through a professional student organization program of motivation, awareness, competition and recognition;
- E. by encouraging the use of ethical standards in health occupations;

- F. by developing an understanding of current health care issues and an awareness of environmental concerns;
- G. by developing character, promoting responsible citizenship and fostering patriotism; and
- H. by encouraging mental and physical health through participation in beneficial social activities.

## **WHAT HOSA MEANS TO YOU**

- 1. HOSA is the local, state, and national organization for students who plan to pursue a health care career.
- 2. HOSA provides leadership development and scholarship opportunities.
- 3. HOSA members meet outstanding leaders in the health professions and education.
- 4. HOSA members have the opportunity to participate and/or compete in area, state and national leadership conferences.

## **HOSA SUPPLY SERVICE**

Awards Unlimited  
1935 "O" Street  
Lincoln, NE 68510  
(800) 950-3553 or (402) 474-0815  
FAX: (402) 474-3782

## HOW DOES HOSA HELP YOU?

HOSA activities that are an integral part of the curriculum provide students with the ability to:

1. make realistic career goals;
2. be flexible for inevitable career changes;
3. manage basic survival skills;
4. build self-esteem;
5. develop enthusiasm and maintain motivation;
6. communicate more effectively;
7. interact with health care and community professionals; and
8. develop workplace readiness skills.

## HISTORY OF NATIONAL HOSA

At the 1971 American Vocational Association Convention (AVA) in Oregon, a task force was appointed to study student organizations, how they might serve health occupations students and to examine whether a new organization was needed.

On November 4 - 7, 1975, through the leadership of the State Department of Education and Division of Vocational Education in New Jersey, 18 representatives from Alabama, New Jersey, New Mexico, North Carolina, Oklahoma and Texas voted to form the American Health Occupations Education Student Organization - AHOESO. A Constitutional Convention for AHOESO was convened in Arlington, Texas on November 10-13, 1976. The delegates and advisors:

- (1) adopted bylaws which changed the name of the organization to Health Occupations Students of America (HOSA);
- (2) elected national officers;
- (3) selected national colors and a motto;
- (4) made plans for HOSA emblem competition; and
- (5) set the first National Leadership Conference for spring 1978 in Oklahoma City, Oklahoma.

## THE HOSA MISSION

“To enhance the delivery of compassionate, quality health care by providing opportunities for knowledge, skill and leadership development of all health occupations students; therefore, helping the students to meet the needs of the health care community.”

## THE HOSA EMBLEM



The circle represents the continuity of health care; the triangle represents the three aspects of human kind well being: social, physical and mental; and the hands signify the caring of each HOSA member.

# THE HOSA CREED

- I BELIEVE** in the health care profession.
- I BELIEVE** in the profession for which I am being trained and in the opportunities, which my training offers.
- I BELIEVE** in education.
- I BELIEVE** that through education I will be able to make the greatest use of my skills, knowledge and experience in order to become a contributing member of the health care team of my community.
- I BELIEVE** in myself.
- I BELIEVE** that by using the knowledge and skills of my profession I will become more aware of myself. Through fulfilling these goals I will become a more responsible citizen.
- I BELIEVE** that each individual is important in his or her own right; therefore, I will treat each person with respect and love.

To this end, I dedicate my training, my skills and myself to serve others through **Health Occupations Students of America**.

## HOSA COLORS

- Navy Blue:** Loyalty to the Healthcare Profession
- Medical White:** Purity of Purpose
- Maroon:** Compassion of HOSA Members

## HOSA MOTTO

“The Hands of HOSA Mold the Health of Tomorrow”

## HOSA TAGLINE

“Health Science and HOSA - A Healthy Partnership!”

# HOSA.ORG

HOSA is committed to enhancing the use of technology in order to improve services for both advisors and the students. For example, be sure to watch for technological renovations to the official HOSA website, [www.hosa.org](http://www.hosa.org). We are extremely excited about these developments, proving HOSA's commitment to changing "with the times."

The HOSA website includes, but is limited to, the following:

- Communication linkages with all state associations.
- Online publications - HOSA E-Magazine, NLC Information Packet (State Advisors and Chapters), HOSA HANDBOOK, and all other publications.
- Online Advisor Development Programs-new and experienced advisors; local and state;
- etc.
- Links to National Sponsors, Professional Organizations, Exhibitors, NLC Suppliers,
- Awards Unlimited (HOSA Supply Service), etc.
- Online tools and resources to enhance the integration of HOSA into the HOE classroom including PowerPoint presentations, classroom activities, etc.
- Online photos of the NLC, SAM, Board meetings, etc.
- Online access to HOSA videos and photos.
- News and announcements on a continuous basis.
- Online reports, i.e. Membership, National Executive Council, Board, Competitive Events, etc.
- Online health care issues forum
- Links to HOSA's National Service Project organization
- Links for all event resources to Amazon.com
- Extensive competitive events offerings and guidelines
- HOSA Career Center
- National Conference information and event winners
- Daily updates during the HOSA National Leadership Conference
- Dates and locations of state leadership conferences

## HOSA OFFICIAL HOSA UNIFORM POLICY

The HOSA uniform shall be worn for all official functions such as the following: Competitive Events when uniform is specified, official business, and Executive Council meetings when representing HOSA in various public relations activities and other related activities.

### THE OFFICIAL UNIFORM POLICY IS:

1. Blazers for members - Males and Females - A tailored navy blazer with emblem affixed over the heart. In 1991, the Board of Directors for HOSA, Inc. designated the Awards Unlimited the official supplier for this blazer.
2. Shirt/blouse for female members - A white tailored shirt or blouse. This is interpreted to mean: an open or closed neck. Jewel necklines with lace, ruffles or full edged collars are not acceptable.
3. Shirt for male members - A white closed-neck man-tailored dress shirt, suitable for use with a tie.
4. Accent for female members - The maroon HOSA scarf no longer is a required part of the official uniform for females. However, the use of a maroon neck accent is optional.
5. Accent for male members - A solid navy or maroon tailored long tie.
6. The official HOSA member or advisor pin is centered on the left lapel of the jacket.
7. Matching navy or white slacks for males and slacks or skirts for females- (Jeans and denim skirts are not considered appropriate.)
8. Footwear - Appropriate to the overall appearance of the uniform in navy, black or white, should be consistent among the particular group. (Tennis and track sneakers/shoes are not considered appropriate.)

### BUSINESS ATTIRE

**Females** - A business suit, tailored dress and/or blazer and skirt with tailored blouse.

**Males**- Business suite or sport coat and slacks with dress shirt and tie.  
When attending local, area, state and national conferences, either proper business attire or official HOSA uniform is acceptable.

## Competitive Events Synopsis

Active HOSA members gain the opportunity to compete at the regional and/or area levels in their respective states. Those that place in the top 3 positions at these levels are eligible to compete at the state level. At the state competition, members that place first, second, or third are given the opportunity to compete at the national competition in the National Competitive Events Program; a synopsis of each event can be found below. See your local and/or state advisor for more information.

### Category I (Health Occupations Related Events)

#### **-- Medical / Dental Terminology --**

These events are written tests. They include 100 questions and some tiebreaker questions. The event guidelines contain "test plans" and resources to help the HOSA member in deciding what to study.

#### **-- Medical / Dental Spelling --**

Round One of these events is a written test. Students that advance to round two compete in a traditional spelling bee. Competitors must correctly spell a randomly selected word. One miss and you sit. The last remaining competitor wins.

#### **-- Medical Math --**

Competitors learn the conversion table in the event guidelines and then solve math problems to complete a 50-question exam plus tiebreaker problems.

#### **-- Knowledge Tests --**

These events are 100 item written tests. Competitors select one of the knowledge tests to take, study the area using the resources and following the test plan in the event guidelines.

### Category II (Health Occupations Skills Events)

Most events in the category involve a written test and skills performance section related to a specific health career. The written test serves as Round 1 to determine the number of students advancing to the skills procedures.

#### **-- Administrative Medical Assisting --**

Competitors develop and knowledge and skills as a Medical Assistant in an administrative/clerical position.

#### **-- CPR/First Aid; EMT --**

A two-member team works together to demonstrate their knowledge and skills in a simulated emergency situation.

#### **-- Dental Assisting --**

Competitors develop and apply knowledge and skills as a Dental Assistant in a Dental clinical setting.

#### **-- First Aid/Rescue Breathing --**

Students are given the opportunity to demonstrate knowledge and ability in providing basic first aid and rescue breathing in two emergency situations. (For students with special needs.)

#### **-- Medical Assisting Clinical --**

Competitors develop and apply use knowledge and skills in a medical clinical setting as a Medical Assistant.

#### **-- Medical Laboratory Assisting --**

Competitors apply knowledge and skills as a Medical Laboratory Assistant.

#### **-- Nursing Assisting --**

Competitors develop and demonstrate basic entry-level knowledge and skills as a Nursing Assistant.

**-- Personal Care --**

Competitors apply knowledge and skills in Nursing Assisting. (For students with special needs).

**-- Physical Therapy --**

Competitors are encouraged to develop and apply Physical Therapy skills.

**-- Practical Nursing --**

Competitors develop and apply advanced knowledge and skills as a Practical Nurse.

**-- Sports Medicine --**

Competitors develop and apply Athletic Training knowledge and skills.

**-- Veterinary Assisting --**

Competitors use veterinary knowledge and skills in a veterinary clinical setting.

**Category III (Individual Leadership Events)**

**-- Extemporaneous Health Poster --**

Competitors in this event create a visual display of a health care issue/topic using poster board and specified art supplies. The key focus is on the development of the secret topic (health issue) and quality of information presented.

**-- Extemporaneous Speaking --**

Competitors will be given a secret topic related to the HOSA theme and will have 10 minutes to prepare a 2 - 4 minute speech. Judges will rate you on speaking skills and how well you cover the secret topic.

**-- Extemporaneous Writing --**

Competitors are given a secret topic that is health related and have one hour to write an essay on the topic.

**-- Job Seeking / Interviewing Skills --**

competitors write a resume, fill out a job application and then participate in a simulated job interview. (Interviewing skills event is for students with special needs).

**-- Prepared Speaking / Speaking Skills --**

Competitors will write a speech using the HOSA national theme. They may write an outline of their speech on note cards and then give the speech to a panel of judges. (Speaking skills event is for students with special needs).

**-- Researched Persuasive Speaking --**

Competitors take a stand, either for or against one of two selected topics. They research a topic to gather facts to support an opinion, write a paper, and then give a speech to a panel of judges. Afterwards, the judges will ask questions on the competitor's position.

**-- Medical Photography --**

Competitors take digital pictures of health professionals in action and then present them to a panel of judges.

**Category IV (Team Leadership Events)**

**-- Biomedical Debate --**

A team of 3-4 students researches an ethical topic. After a preliminary round, the top teams debate either the Affirmative or Negative side, plan their strategy and debate an opposing team.

**-- Career Health Display --**

A team of 2 students researches a health career. They then create a display that is 3 feet high that will explain the chosen career.

**-- Community Awareness --**

This is a community service event. Chapter members work within their community to select a health-related issue and then raise community awareness of that issue. The product of the project is a notebook of activities and a presentation of the project.

**-- Creative Problem Solving --**

Teams of 3 - 4 members are given a secret problem. They have 30 minutes to analyze the problem and 10 minutes to present their solution to a panel of judges.

**-- HOSA Bowl --**

Teams of 3-4 HOSA members take a 50-item, multiple choice written test on HOSA facts, parliamentary procedure, medical information, and medical history. Top scoring teams advance to a single elimination tournament by ringing a buzzer before the other team and correctly answering the most questions in 10-minute rounds.

**-- Medical Reading --**

Teams of three members read five books that have been selected by the National Competitive Events Program and answer a series of questions individually and some questions collaboratively. Reading comprehension is the key for this competitive event.

**-- Parliamentary Procedure --**

In this event, teams of 5 - 8 members learn about parliamentary procedure. For competition, they take a 100 item multiple choice written test. Then, after having 10 minutes to analyze a secret problem, they conduct a simulated business meeting, addressing the motions in the secret problem.

**-- Health Education --**

Teams of 3-4 members learn select a health issue and teach it to groups while being videotaped. For competition, they present their notebook and videotape.

**Category V (Recognition)**

**-- Outstanding HOSA Chapter --**

Chapters plan activities all year following the guidelines for Outstanding HOSA Chapter, and then create a scrapbook that contains proof of those activities. A judge reviews the scrapbook, and chapters who score 95% or higher are recognized at Outstanding HOSA Chapters.

**-- Outstanding State Officer--**

States determine who is selected as the state'

**-- National Recognition Program --**

This event lets you learn about and participate in a variety of HOSA activities that build leadership and organizational skills. All members who complete the National Recognition program are recognized for this achievement.

**-- National Healthcare Issues Exam --**

This event is a 50 item written test. It measures a HOSA member's knowledge of current health issues. All members who reach a mastery level are recognized.

**-- National Service Project --**

Chapters are recognized for supporting the National HOSA Service organization. The service organization changes every two years.

**-- Barbara James Service Award --**

This event provides recognition to individual HOSA members for outstanding volunteer service in their community. HOSA members fill out an application that describes their volunteer efforts and are recognized for their achievements.

**-- Chapter Newsletter --**

Chapters are encouraged to submit a newsletter for recognition at the national level, and for possible inclusion of chapter activities in the National HOSA magazine.

**-- HOSA Week --**

Chapters are recognized for their efforts to promote HOSA, the health care community, and the health professions during HOSA Week.

# NATIONAL LEADERSHIP CONFERENCE

The National Leadership Conference (NLC) is the highlight of the year for HOSA members and advisors - with dynamic general sessions, informative business sessions, nationally known speakers, health care industry tours, competitive events, awards, recognition and much more. The NLC is held annually in June and attracts the very best HOSA members and advisors for four days of testing, learning and recognition.

The purposes of the NLC are to:

- a. Provide a variety of educational and social learning activities at a national level for HOSA members;
- b. Provide HOSA members the opportunity to share common experiences in leadership development, community service and understanding of their vocational health occupations programs;
- c. Provide information about current health care issues and concerns at the local, state and national level in health occupations and the career and technical student organization of HOSA that foster attitudes of good ethical practices and respect for the dignity of work;
- d. Provide the opportunity for participation in and recognition of leadership and skill development through competitive learning activities; and
- e. Conduct the necessary annual business of the national career and technical student organization of HOSA by the national voting delegates and HOSA, Inc. Board of Directors.

The event winners receive a medallion recognizing first, second and third place. The top ten winners in each event are recognized at the Awards and Recognition Session. National officers are elected and serve until the next NLC.

To enjoy the motivational benefits of the NLC, each chapter should strive to have at least one delegate in attendance at the National Leadership Conference. Press coverage prior to and following the NLC will build the importance of attending. The chapter advisor can use the NLC as a motivational tool to encourage new members to get involved in chapter activities and to develop their leadership and technical skills in hopes of serving as a delegate to the State Leadership Conference and the National Leadership Conference.

NLC registration materials are mailed to chapters in good standing in February of each year, and are published on the HOSA website.

# Establishing A HOSA Chapter

Please review the entire chapter affiliation process before you continue. If you have questions about any aspect of the process, please contact the HOSA Headquarters at its toll-free number: (800) 321-HOSA or (972) 874-0062.

## Step #1

Secure a copy of the following materials to affiliate your HSE program or career organization with HOSA:

- a. Chapter Affiliation Packet - contact HOSA Headquarters to request an affiliation packet as well as your chapter's chart number and password. Most chapters affiliate online at [www.hosa.org](http://www.hosa.org).
- b. HOSA HANDBOOK - available from HOSA Headquarters or on the HOSA website.
- c. HOSA: LEARN, GROW AND BECOME - a curriculum package (with a teacher's manual and a student workbook) that will help integrate HOSA into the HOE classroom. For more information, call toll-free (800) 654-4502 or write CIMC, 1500 West Seventh Avenue, Stillwater, OK 74074-4364.

## Step #2

Contact the HOSA State Advisor for your state and indicate your interest in affiliating your school/college with the state association and national organization. The state advisor is an excellent source of information regarding state and national activities, projects, meetings and services available to chapter advisors and members. Please look under "state affiliates" for the name and telephone number of your state advisor. (If your state does not offer a state

association, your chapter may affiliate directly with the national organization.)

## Step #3

Decide which method your institution will use to organize one or more HOSA chapters.

- a. Classroom based chapter. A HOSA chapter is formed for each class of five (5) or more students. This is a preferred method in institutions where students are unable to meet together regularly. Each chapter elects an officer team and develops its program of work. For large projects, chapters can collaborate. Business meetings and programs can be held during class time since HOSA is "curricular" and not "extracurricular."
- b. Instructor based chapter. One instructor for all students enrolled in his/her classes forms a chapter. While chapter meetings with all students may be difficult to schedule, individual classes can form in-class committees to plan and organize projects and activities. Each class can elect a vice president (class representative) that serves on a HOSA Chapter Council, the steering committee for the chapter.
- c. Institution wide chapter. A single chapter is formed for all students in all classes regardless of the number of instructors. This is the preferred method for post high school institutions (community colleges, technical schools and four-year colleges) where multiple instructors offer multiple courses. If this method is adopted, communication is important to keep everyone informed and involved.

- d. School or community-based chapter – Schools without health science programs and community-based organizations can also sponsor HOSA chapters. A reasonable professional can be appointed as the chapter advisor. Membership processes and benefits are the same as HSE-based chapters.

**Step #4**

Contact local school or college officials (administration) and follow whatever process is necessary to assure that your HOSA chapter is recognized at the sponsoring school or agency. You will want to make certain all information is properly submitted and on file. A sample constitution for a HOSA chapter is available in the HOSA HANDBOOK.

**Step #5**

Review the instructions for completing the Chapter Affiliation Application or affiliating online. Please give special attention to the following guidelines.

- a. National fees for all fall semester students must be received by HOSA on or before January 1 of the membership year.
- b. Affiliation fees for students who enroll after January 1 must be received by HOSA on or before March 1 of that same year.
- c. Members MUST affiliate by the date determined by the state association to be ineligible to participate in state conferences.
- d. National competitors must be affiliated with the national organization prior to their state conference to be eligible for participation at the National Leadership Conference.

- e. All state HOSA members MUST be affiliated with National HOSA.
- f. Each chapter must have at least one dues paying advisor. List the chapter advisor as a professional member.
- g. Chapters may pay their total fees by check or purchase order. HOSA will bill the school or chapter. Payment must be received within 30 days of the stated deadlines (January 1 and March 1) for the chapter to remain in good standing.
- h. Affiliation fees for postsecondary/collegiate students who enroll in a program after January 1 must be received by HOSA on or before March 1. These students are members until December 31 of the same year.

**Step #6**

Review the member services provided by HOSA.

- a. National Organization. Founded in 1976, HOSA provides services and support to its chartered states and affiliated chapters and members. The maintenance and expansion of the national organization provides maximum visibility for Health Science Technology Education and the promotion of career opportunities in health care.
- b. National Competitive Events Program. HOSA does not provide competitive events for competition's sake. Rather, HOSA provides a national program as a means of recognizing those students who pursue excellence by preparing for competition and having the determination to attend a conference -- district, state and/or national -- and demonstrate those competencies

gained through the HSTE classroom or career learning opportunities. The Competitive Events Committee, working with Technical Advisory Committees, is constantly reviewing the national events to provide members and advisors with the most comprehensive and modern competitions available to HSE students

c. National Leadership Conference. In June, the National Leadership Conference is held annually to recognize outstanding performance in leadership and competitive events. While at the NLC, members and advisors are provided opportunities to learn about current health care issues. During the national conference, the leadership of HOSA, Inc. and HOSA meets and elects new representatives and officers. The National Leadership Conference is not only the capstone of the year for the students and instructors in attendance; it is the spark for the new membership year. All HOSA members in good standing are eligible to attend the National Leadership Conference if approved by their state association and local chapter.

d. National Publications. The National HOSA Handbook is the primary document needed by all chapters and state associations. Other publications and visual products are available to integrate HOSA into the HSE classroom and to organize and develop an effective local chapter and state association. The HOSA website is frequently updated and contains current HOSA information and publications.

e. Emblematic Services. The HOSA, Inc. Board contracts with Awards Unlimited to provide the HOSA Supply Service. A link to Awards

Unlimited is available on the HOSA website.

g. Scholarships. HOSA members are eligible for a number of academic scholarships. Scholarship guidelines can be found on the HOSA website.

### **Step #7**

Solicit membership fees from all students who wish to join HOSA, or hold a fund-raising project to pay the affiliation fees for all members and advisors. If you are a 100% affiliation chapter, you will receive a recognition certificate along with your membership cards.

### **Step #8**

Affiliate your members with HOSA using online affiliation. Be among the first one hundred chapters that submit chapter affiliation to HOSA and you'll receive a certificate as a HOSA-100 Club Chapter.

### **Step #9**

Submit supplemental applications when students enroll in the HOE program. Supplemental applications are accepted until March 1.

Please be aware that substitutions are not allowed. Membership cards cannot be transferred to other students once they are issued.

### **Step #10**

Get actively involved in local, state and national activities through attendance at:

- a. Local chapter meetings.
- b. Local committee meetings.
- c. District or state officer training meetings (if available).
- d. State Leadership Conference (review the competitive events and workshops in which members can participate).
- e. National Leadership Conference (held in June each year)

### **Step #11**

Develop a meaningful program of work that includes the following types of activities:

- a. Leadership development.
- b. Community service.
- c. Social and recreational activities.
- d. Professional development

### **Step #12**

Adopt a budget and identify fund-raising projects that can generate sufficient revenue to support the student-developed program of work.

### **Step #13**

Prepare students to participate in the HOSA Competitive Events Program. Contact your state advisor for the dates for district, state and national competition.

### **Step #14**

Explore funding options for all members who qualify to attend the National Leadership Conference in June. Funds permitting, at least one member should apply to attend the NLC Leadership Academy. The Leadership Academy is an excellent training program for students who will return and be chapter leaders the next school year

### **Step #15**

Develop, practice and refine leadership skills in the HOSA chapter.

### **Step #16**

Hold chapter meetings in the summer for next year's members and alumni to maintain momentum and enthusiasm for the next year

### **Step #17**

Receive the initial chapter affiliation packet in late August or early September and begin the process of leadership development with your students for the new school year.

## Chapter Activities And Opportunities

1. Review professional oaths. When presenting the history of medicine, discuss the significance of the following oaths:
  - a. Hippocratic Oath
  - b. Declaration of Geneva
  - c. Nightingale Pledge
  - d. HOSA Creed

Learn the HOSA Creed, as it is a symbol of the HOSA member's commitment to excellence and leadership development.

2. Elect chapter officers. Gain opportunities to make decisions and to see the consequences of those decisions. Members need to elect a leadership team to guide their class and chapter. While some members serve in leadership roles, all members are able to witness first-hand the challenges that face elected leaders and their followers. The HOSA chapter experience can be likened to the "health care team" that must work together to achieve a common goal - quality health care.

When the chapter advisor uses the officer team to facilitate classroom functions, it will be much easier for students to see the curricular nature of the HSTE-HOSA Partnership. The officer team should be as concerned and involved with classroom activities as it is HOSA chapter activities.

Class and/or chapter officers can be used in a variety of ways:

- a. Call the class to order and announce the objectives to be accomplished that day. (President or Vice President)

- b. Take roll call, prepare absentee slips and keep records. (Secretary)
  - c. Maintain all financial records including receipt of monies, disbursements, issuance of checks, payment of accounts payable, etc. (Treasurer)
  - d. Monitor class protocol and member behavior and, when necessary, teach members the fundamentals of parliamentary procedure. (Parliamentarian)
  - e. Prepare bulletin boards and posters to create a positive learning environment. (Historian)
  - f. Prepare articles and news releases for school and local newspapers. (Reporter)
3. Establish committees. To give most, if not all, students the opportunity to practice leadership skills, the chapter can establish standing and ad-hoc committees to achieve the program of work. Appoint students as chairpersons of committees who were not elected chapter officers. The committee structure will encourage greater student involvement since more members (not just the officers) will feel a greater sense of ownership in the chapter.
  4. Use parliamentary procedure. Parliamentary procedure promotes a team spirit, demonstrates cooperation, builds group harmony and provides a structure for discussion and decision making in a group. Parliamentary procedure recognizes the will of the majority in regulating the actions of all versus the will of the few regulating the total.
  5. Prepare a chapter newsletter. Chapter newsletters achieve several teaching

objectives, including: development of basic communication skills; dissemination of news to the total membership and support groups; reinforcement of major topics presented in the classroom; development of ownership and pride in the organization; and an official record of the success in integrating the HSTE-HOSA Partnership into the classroom and curriculum. All members should be asked to contribute articles to the newsletter throughout the year.

And, don't forget to submit your chapter's best newsletter for national recognition by May 15.

6. Emphasize professional dress and grooming. Personal and career success is enhanced by good grooming and professional dress. By rewarding good habits while in school, members will achieve greater success when competing for entry level positions and career advancements. A dress up day is a positive image builder for the HOSA chapter and will raise the visibility of the HSTE program and health care careers among all students.
7. Sponsor field trips. Chapter members should identify and select the health care facilities they wish to visit during the membership year. After decisions are made, chapter members should be appointed (by the President) to contact and coordinate the field trips.
8. Attend civic, professional or trade meetings. By representing HOSA at such meetings, other groups will realize the professionalism and desire of the HOSA members to prepare themselves for future leadership responsibilities. These meetings can also help connect HOSA members to the health care community.
9. Interview health care leaders. Assign students the responsibility to interview

selected health care leaders and to share their findings with all students. The interviewers can develop a questionnaire to guide the interview.

10. Sponsor a blood pressure screening clinic. Members are responsible for organizing the project; securing a place to conduct the clinic; developing a promotional plan; preparing an advertisement or article for the newspaper; preparing promotional posters; scheduling members to work the clinic; conducting professional blood pressure screenings; etc.
11. Prepare an extemporaneous talk. Health care workers must be able to organize their ideas and express them whenever called upon. The development of good communication skills will enhance the career advancement of HOE students. Those students who enjoy extemporaneous speaking should review the guidelines for the HOSA competitive event called "Extemporaneous Speaking".
12. Prepare a talk for a community group. What better way to develop, practice and refine communication skills than to prepare a talk and present it to a group. The fear of speaking in public is usually ranked the #1 fear by most people. Those who achieve success in the health care industry will be those who develop strong communication skills to complement their outstanding technical skills. "Prepared Speaking" is a competitive event available to HOSA members who want to refine their communication skills.

13. Participate in mock job interviews. Entry into any industry requires good interviewing skills. By participating in mock interviews (as either the interviewer or job applicant), members will be more successful in actual job interviews. The most talented job interviewers should enter the HOSA event called "Job Seeking Skills."
14. Participate in HOSA Bowl competition. The "HOSA Bowl" competitive event is an excellent tool for reviewing classroom learning. The team nature of the event encourages students to work together to achieve success. The HOSA Bowl builds enthusiasm among the "teams" and demonstrates the positive effects of competition. The most successful HOSA Bowl players should represent the chapter in district/state competition.
15. Conduct a community awareness project. The community awareness project, a comprehensive HOSA team leadership competitive event, provides members with the opportunity to take a more intensive look at a critical health care issue. While classroom training builds a strong knowledge base, this project encourages linkage with the health care industry by organizing a Health Awareness Council to guide the project. By forming multiple project teams, all students can work on a project. Oral presentations (with audio-visual documentation) can be given at special events, i.e. a program for a civic or trade group, an open house, or a school function. The rating sheets in the HOSA HANDBOOK can be used to evaluate all projects and identify the project that will represent the chapter in district/state competition.
16. Participate in a homecoming parade. This is an excellent activity to develop and reinforce the importance of working together in a cooperative manner. The steps in building a float for the homecoming parade include:
  - identifying the theme for the parade;
  - brainstorming the kinds of floats that could be built to emphasize the theme;
  - selecting the most appropriate design for the float;
  - securing the resources needed to build the float;
  - determining what talents are needed;
  - recruiting members to help design, build and decorate the float;
  - scheduling members to work; and,
  - completing the project within the time parameters.
17. Giving a party for handicapped children. Activities of this type will enhance the sensitivity of the students toward special populations. In addition to the good feelings in serving these children, your students will be able to plan, organize, coordinate and evaluate the activity. This activity emphasizes the importance of the health care team working together to serve the needs of others.
18. Assisting in a blood donor drive. This is an activity that uses the technical training in the classroom and provides a worthwhile service to the community. The organizational and technical skills of the students - collectively and individually - can be evaluated through such activities.
19. Collecting funds for HOSA's National Service Project, Autism Speaks.

**NOTE:** Ways of integrating HOSA into health occupations programs are limited only by the imaginations of HOSA advisors and students.



The program of work includes all those activities in which your members want to be involved. It is important that the program of work be based upon the collective ideas of the total membership. "Students will support what they help create" is a valid observation. If the chapter officers or the chapter advisor designs the program of work, the members may not be committed to the activities. By involving all members in the development of the program of work, the activities will receive greater acceptance by the chapter.

Balance is an important quality in evaluating a chapter's program of work. The program of work should provide equal emphasis on the following types of activities.

- a. Leadership development activities
- b. Social activities
- c. Community service activities
- d. Career preparation activities
- e. Fund raising activities

Chapter activities should be student-led. The chapter advisor should help the chapter officers get all members involved. Throughout the year, assignments should be made so that all students are given leadership and followership responsibilities. The HOSA HANDBOOK (Section C) provides additional guidance in designing a chapter's program of work.

After completion of their health science training, graduates are thrust into a highly competitive labor market. Success will be enjoyed by most of those health care providers that possess a "competitive edge". Compared to other programs, health occupations programs have a strategic tool HOSA that provides HSTE students with the leadership and followership skills needed to achieve higher levels of personal and professional success in adult life.

When implemented properly, HOSA can be a positive force for: increasing program enrollments; gaining program visibility; involving employers; securing commitment of vitally important support groups; motivating students and teachers to higher levels of personal and group performance; recognizing excellence; and providing the means by which personal and career goals become realities for future healthcare professionals.

Energize your health science classroom and curriculum or community-based group by providing a leadership lab (chapter) in which your students can develop, practice and refine skills that will distinguish them from other health care workers in the labor force. The mission of health occupations education is to provide students with the very best preparation available to enhance their job performance and competitiveness in their chosen profession. If your students are not leadership ready, they may not be as valuable to their future employers. By integrating the leadership skills found in this book into your curriculum, you can provide your students with a value added classroom that provides them with the slight edge needed to be competitive in tomorrow's health care delivery system.

**IN CLOSING**

**NATIONAL  
HEADQUARTERS  
STAFF**

**Executive Director**

Dr. Jim Koeninger

**Associate Director**

Karen Elias-Koeninger

**Assistant Director**

Kim Smith

**Director Membership Services**

Jeff Koeninger

**Director of Special Projects**

Dennis Van Peeren

**Address:**

6021 Morriss Road, Suite 111  
Flower Mound, TX 75028

**Telephone:**

(800) 321-HOSA  
(972) 874-0062

**FAX:**

(972) 874-0063

**Web Site:**

<http://www.hosa.org>

**E-Mail:**

[hosa@hosa.org](mailto:hosa@hosa.org)